



Kingsbury High School Data Collection Sheet



Please complete the information below and return to the Sixth Form office.

Print in BLOCK CAPITAL LETTERS

YEAR GROUP: _____

Legal Surname:		Preferred Surname:	
Legal Forename:		Preferred Forename:	
Middle name:		Gender:	Male / Female
Date of Birth:	Year:	Reg Group:	School use only
Address:			
Post Code:			
Home Telephone:			

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. There must be at least 2 different contacts. Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name / Relationship	Home Address / Email	Phone
1	Name (including title): Relationship: Mother / father / other (please specify)	Home address: Email:	Home Tel: Mobile Tel: Work Tel:
2	Name (including title): Relationship: Mother / father / other (please specify)	Home address: Email:	Home Tel: Mobile Tel: Work Tel:
3	Name (including title): Relationship: Mother / father / other (please specify)	Home address: Email:	Home Tel: Mobile Tel: Work Tel:
4	Name (including title): Relationship: Mother / father / other (please specify)	Home address: Email:	Home Tel: Mobile Tel: Work Tel:

Please give details of any brothers and sisters currently attending Kingsbury High School
 This applies to brothers and sisters only and should not include other family members such as cousins, etc.

Name	Date of Birth	Reg Group

Please give name of previous school

Name of Primary School

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Medical Practice:		Dietary Needs	
Telephone Number:		Dietary Preferences	
Address:			
Medical Condition(s)			

Nationality:		Country of Birth:	
Religion:		First Language:	

Ethnicity, please tick one of the following:							
Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>
Black – African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Any other White background	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Traveler of Irish heritage	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	White - British	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>		
Gypsy/Roma	<input type="checkbox"/>	White - Irish	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>		

Data Protection Act 2018: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Signature:		Date:	
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THIS DOCUMENT MUST BE RETURNED TO THE SIXTH FORM ON THE DAY OF YOUR ENROLMENT



First Name: _____ Surname: _____

YEAR GROUP: 12

POST 16 STUDENT SUPPORT & TRIPS FORM

The information provided for the following questions will guide us about your eligibility for university Social Mobility Schemes, Higher Education opportunities, Bursaries and support. We recognise that this is personal information. It will be treated as confidential and only shared with organisations in confidential references for the purposes outlined above. This form and its information will be deleted in July at the end of your sixth form course.

1. Are you currently eligible for Free School Meals?

Yes No

2. Have you ever been eligible for Free School Meals whilst at secondary school?

Yes No

3. Do your parents have a university degree?

Both parents One parent Neither parent

4. Some opportunities provide refreshments, are you vegetarian? Yes No

5. To enable us to support you, please circle as appropriate. If you think you have a:

Disability Learning Difficulty Health concern

6. Are you responsible for the care or assist with the care of a member of your family Yes No

If yes please provide details

Please give details – Disability

- Visual Impairment
- Hearing Impairment
- Mobility Difficulty
- Multiple Disabilities
- Other Physical Disability
- Other Medical Condition
- Emotional or Behavioural Difficulty
- Other – Please state
- Men Health
- Temporary Disability
- Profound Complex Disability

Please give details – Learning Difficulty

- Moderate Learning Difficulty
- Other Specific Learning Difficulty
- Severe Learning Difficulty
- Multiple Learning Difficulty
- Dyslexia
- Other – please state

PLEASE GIVE DETAILS OF SUPPORT REQUIRED _____

Yes No

If 'Yes' please give a brief explanation.....

- 7. Please provide YOUR mobile number :
- 8. Please provide YOUR personal email address:

Please provide the NAME and CONTACT NUMBER of Parent/Carer:

NAME _____ CONTACT (MOBILE) NUMBER _____

RELATIONSHIP TO YOU _____ EMAIL ADDRESS _____

Alternative emergency name and contact number:

NAME _____ CONTACT (MOBILE) NUMBER _____

RELATIONSHIP TO YOU _____ EMAIL ADDRESS _____

Any other information that you would like us to know:

9. PERMISSION TO ATTEND SIXTH FORM TRIPS AND UNIVERSITY VISITS

The sixth form organise a large number of trips to visit organisations, such as companies and universities. Please provide us with permission for your son/daughter to attend these. We will not issue a permission slip for each individual trip as you are giving your permission for the range we offer throughout the time in the sixth form. On the return journey, we occasionally allow students to leave at an underground station that suits travelling home.

I give permission for my son/daughter to attend sixth form trips and to leave at an underground station which suits their journey home at the discretion of the teacher.

Parent signature _____

OR

I do not give permission for my son/daughter to attend sixth form trips

Parent signature _____

Students will not be accepted into the Sixth Form without submitting the signed Certificate of Enrolment 2019. I have read and understood the terms of this Certificate of Enrolment and completed the Post 16 Student Support and Trip Form, Consistent Expectations Agreement and Data Collection Sheet.

Student's name:
(CAPITAL LETTERS) _____

Student's signature: _____

Parent's name:
(CAPITAL LETTERS) _____

Parent's signature: _____

**Return all forms to
Mrs Mohan on
YOUR Enrolment
interview day**

**CELEBRATING YOUR ACHIEVEMENTS IN THE SIXTH FORM
DATA PROTECTION (GDPR)**

Student **FIRST** Name (NEAT CAPITAL LETTERS)

Student **SURNAME** Name (NEAT CAPITAL LETTERS)

Date of Birth (E.G. 11.04.2003)

We celebrate achievements through our sixth form newsletter, Honours Boards and a web site and this can include photographs.

COMPLETE IF YOU ARE <u>HAPPY</u> WITH PHOTOS	No	YES
<p>In order to celebrate your achievements, I am happy for Kingsbury High School to use:</p> <ul style="list-style-type: none"> • Photographs of me 		
<ul style="list-style-type: none"> • Video (we use this for your Leavers' Assembly and some internal school use but we do NOT use it for any external use) 		
<p>The following information may be used with photographs:</p> <ul style="list-style-type: none"> • Name 		
<ul style="list-style-type: none"> • Year Group e.g. Year 13 		
<ul style="list-style-type: none"> • Exceptional grades 		
<ul style="list-style-type: none"> • University / apprenticeship destination 		
<p>I am happy for the information selected above to be used:</p> <ul style="list-style-type: none"> • On the Kingsbury High School website and honours board 		
<ul style="list-style-type: none"> • On Kingsbury High School social media sites 		
<ul style="list-style-type: none"> • In local news media - newspapers, websites and TV 		
<ul style="list-style-type: none"> • In national news media - newspapers, websites and TV 		

SIGNED _____

DATE SIGNED _____

CONSISTENT EXPECTATIONS AGREEMENT

BEING SUCCESSFUL IN THE SIXTH FORM

2019/2020

EXPECTATIONS TO BE MET *CONSISTENTLY*



We are a high performing school sixth form. We are not a college. Our sixth form experience provides a package which, by joining KHS Sixth Form, students must accept in its entirety; attending lessons is just part of the package: there is more.

To maintain your place in KHS Sixth Form, you must:

EXPECTATIONS TO MAINTAIN MY PLACE IN THE SIXTH FORM	AGREED TICK
Arrive in school for form period (Start the Day Right) by 8.35am as StDR starts promptly at 8.40am. A call home or letter will show that the expectation is not being met and you will be expected to 'catch up' after school to 5.00pm in the study room.	
Arrive in school for assembly by 8.35am as it starts promptly at 8.40am. A call home or letter will show that the expectation is not being met and you will be expected to 'catch up' after school to 5.00pm in the study room.	
Attendance to lessons which reaches no less than 98% - though we expect 100% . Complete the log for any authorised absences. Do not book driving lessons during a sixth form lesson. GP and dentist appointments ought to be outside lesson time. A call home or letter will show that the expectation is not being met and you will be expected to 'catch up' after school to 5.00pm in the study room.	
Wear KHS Sixth Form uniform every day (particular attention to black footwear, trousers/skirt – no track suit bottoms, wear a sixth form tie). A uniform letter home or phone call home will show that this expectation has not been met.	
Punctuality to lessons – arrive on time so there are no concerns from staff regarding punctuality. Punctuality is a factor in our attitude to learning score so students must achieve 1 (Excellent) or 2 (Good) <i>not</i> 3 (Concern) or 4 (Serious Concern).	
Work ethos – attitude to learning scores of 1 (Excellent) or 2 (Good) <i>not</i> 3 (Concern) or 4 (Serious Concern) will show that sufficient attention and work is evident in each subject.	
Meet deadlines consistently and avoiding plagiarism. Failure to meet deadlines and plagiarism can result in losing your place on the course.	
Study Room – you must make use of the study room according to a bespoke study room timetable that we will agree. You must use 'partner voices' in the Quiet Zone and be silent in the Silent Zone. A call home or letter will show that the expectation is not being met.	
Requests for time off school – requests for time off school are unlikely to be authorised and you risk losing your place in the sixth form.	
Exam Entry Tests – you must attend your internal tests and the Exam Entry Test in February and any subsequent retakes. We reserve the right not to enter you for external exams if you fail to show that you are working hard towards them. A high A2L is key. Gaining a U grade in the Exam Entry test, poor attendance and a '3' or '4' A2L can result in withdrawing your summer entry.	

Parents to support with students studying at home and arriving to school on time, for example:

- Attending School events e.g. Information Evening, Parent Evening.
- Call the school by 8.30am to state your son/daughter is unwell 0208 206 3000 ext 226
- Remove technology from bedrooms, especially a TV
- Charge phones overnight – not in the bedroom
- Have a timetable so you know what lessons take place, especially early morning
- Pay attention to A2L in grade reports – praise 1 (excellent) & 2 (good) scores and query 3 (concern) & 4 scores (serious concern)
- Limit video games e.g. to the weekend. Remove entirely with scores of '3' & '4' for attitude to learning until scores meet '1' or '2'.
- Help with a sleep routine (bath before bed as it releases the sleep hormone melatonin, no late evening exercise, no caffeine after midday, no technology in bedrooms)
- Tip - Have a 'growth mindset' (read Carol Dweck 'Mindset')
- Support during exam time (fewer chores, treats, favourite foods, check study timetable)
- Do not book time away from lessons during the school year

Optional comment

Support I need from **school** to meet the expectations, for example:

- Workshops on stress, sleep, procrastination, study skills, time management
- Careers guidance to get a goal to help with motivation
- Counselling support
- Other

Optional comment

Failure to meet the expectations consistently means that you risk not being entered for your final examinations and losing your place on the course. We do not expect perfection but we do expect you to consistently meet the expectations.

STUDENT NAME (**PRINT**) _____ PARENT NAME (**PRINT**) _____

STUDENT SIGNATURE (**SIGN**) _____ PARENT SIGNATURE (**SIGN**) _____

YEAR GROUP _____

DATE _____

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Kingsbury High School



Sixth Form Uniform

At KHS we believe that wearing uniform plays a vital role in creating a sense of belonging to the school community, a view supported strongly by parents and governors. The following guidance provides clarification of not only the items that must be worn but also the spirit within which they should be worn, based on principles of sound health, safety and security.

Our approach offers a balance between the classic school uniform, some opportunity for individuality and the ability to wear clothing that enables modesty to be attained. It enables all of our young people to be identified both as individuals and as part of the school.

Uniform & Appearance	
Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
Plain black tailored jacket or blazer (optional)	No leather/ denim jacket/ hoodies
Plain white, grey, blue or black shirt/blouse tucked in at the waist	No shirt tails hanging out
Crested Polo shirt (summer time only)	Not worn in the Autumn/ Spring terms No long sleeved item may be worn under the polo shirt Ties should not be worn with a polo shirt
Sixth Form tie, worn with shirt/blouse. Tie must be worn to expose no more than the 1 st button hole. Tie must be visible at all times	No concealed tie
Black or grey school tailored trousers	No fashion trousers, jeans, leggings or large belts. No skinny trousers – any boots need to fit underneath the trouser so ‘UGG style’ boots are not appropriate No wearing trousers low at the back or exposing underwear
Black or grey School skirt between knee and ankle length	No fashion skirts or tight fitting skirts No skirt to trail on the floor. No skirt significantly shorter than knee length
Plain dark socks Plain dark or flesh coloured tights	No patterned/striped tights No above the knee socks or leggings
Plain black, grey or dark blue ‘v’ neck jumper or cardigan. Crested hooded top (purchased when awarded by the school)	No sweat shirts or other top garment which obscures the top of the shirt and tie
Plain black footwear	No trainers with logos No open toe sandals or stiletto heels No footwear to be worn over trousers
Plain dark outdoor coat/jacket	No outdoor garments with large logos
Plain hijab in a school colour ie black, grey navy blue or white, ensuring that the face is clearly visible & worn to allow the Sixth Form tie to be seen.	No decorative or patterned hijabs,
	No Keffiyeh scarves/shawls
Wearing of School uniform to ensure that the face is always clearly visible	
Plain hat in a school colour ie black, grey navy blue or white	No hats to be worn indoors No hats with logos No Baseball caps
Discrete Jewellery and make up	No large ear-rings

